

# Army Career Tracker (ACT) Civilian User Overview

<https://actnow.army.mil/>



**HQ TRADOC**  
*Victory Starts Here!*

**VICTORY STARTS HERE!**

# Agenda

- ACT Background
- How can Users:
  - Receive leadership guidance
  - Keep track of "My Career"
  - See Career Program updates
  - Monitor career progression with PDM model and set goals
  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees



# Army Career Tracker Overview

**Army Career Tracker** is a leader development tool that provides Army personnel the ability to manage their professional development and to monitor progress toward training, education, and career goals.

## **ACT:**


Integrates training, education, and experiential learning into one personalized and easy-to-use interface

Presents users with an intelligent search capability of multiple Army education and training resources

Provides users with a more efficient and effective way to monitor their career development

Allows leaders to track and advise users on their personalized leadership development

Provides users the opportunity to create their Individual Development Plan (IDP)



Currently ACT  
has over  
**144,000** unique users



# Choosing a “Supervisor”

**You must choose a First Line Leader/Rater before you can continue**

Select: ☒ Supervisor ☐ Mentor

Select: ☒ Civilian Supervisor ☐ Military Leader

Originator: Laura Tripp    Mail Date: 16 Jan 2012

CP	Series	Last Name *	First Name
All CP	All Series		

**SEARCH**

**Click “Search”**

**First choose a Supervisor by Selecting “Civilian Supervisor” or “Military Leader”**

**Search by:**

- “CP”, “Series”, or “Last Name” for **“Civilian Supervisors”**
- “Rank”, “MOS”, or “Last Name” for **“Military Leaders”**

**Note:** Only “Last Name” is mandatory

**Disclaimer:** You are sending a request to add an ACT Supervisor or Mentor(s). Once the information is processed, your Supervisor or Mentor(s) will have access to your complete ACT information. This information includes your training, education, experiential learning and background. If you mark as private, your Supervisor or Mentor(s) will have access to your complete ACT information.

Installations, CP  
Installations, CP  
Service Award  
this award events  
ion team.  
Installations, CP  
age  
?

SEN

Training and Leader Development

# Choosing a “Supervisor”

**You must choose a First Line Leader/Rater before you can continue to use ACT.**

Select: ☒ Supervisor ☐ Mentor

Select: ☒ Civilian Supervisor ☐ Military Leader

Originator: Thomas Thompson Email Date: 17 Jan 2012

CP:  Series:   
 Last Name \* First Name

SEARCH

Select the radio button of the Leader you would like to select

First Name	Last Name	CP	Series	Grade	Organization
<input checked="" type="radio"/> Marvin	Nickels	Training, Capabilities and Doctrine Warfighting Developers	General Education and Training	15	USA CMD AND GEN STF CO

**Disclaimer:** You are sending a request to add an ACT Supervisor or Mentor(s). Once the individual accepts your request they will have access to your personal ACT information. This information includes your training, education, experiential learning and biographically related data. Aside from personal goals or events that you choose to mark as private, your Supervisor or Mentor(s) will have access to your complete ACT information.

SEND

Click “Send”

# Choosing a Mentor

The “My Supervisors” portlet provides you the opportunity to manage your Supervisor and Mentor selections.



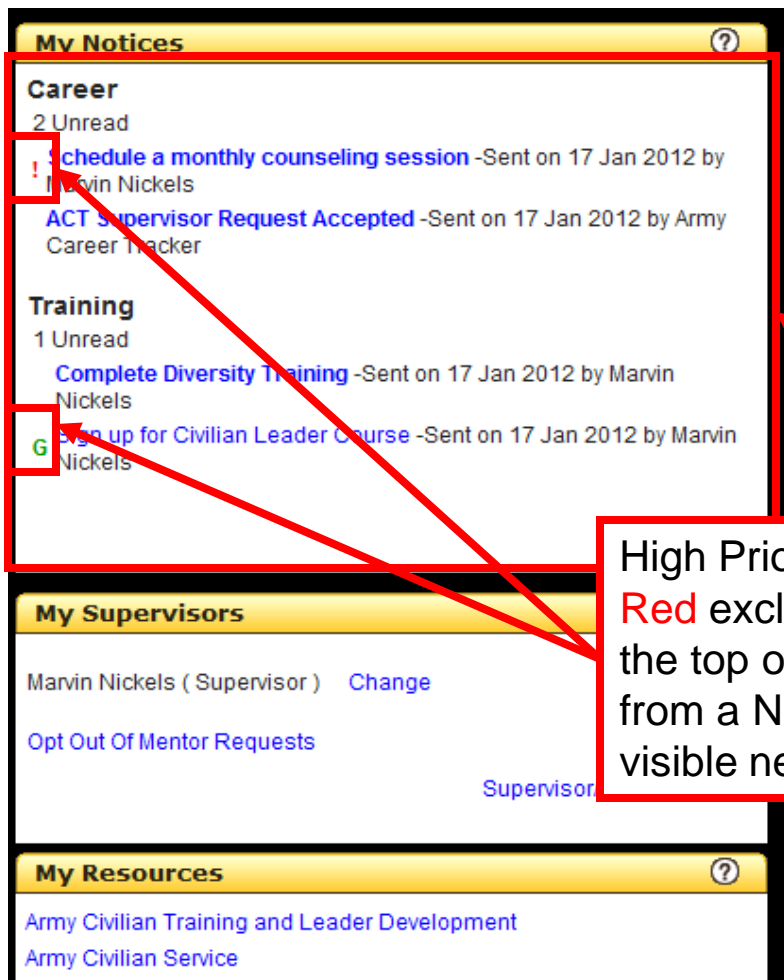
In the “My Supervisors” portlet users also have the opportunity to connect with Mentors.

A Mentor is in your Career Field, someone you have worked with, or can be anyone of a higher pay grade that may have relevant career experience. As a Supervisor, you may be both a Supervisor and a Mentor to Employees.

To select a Mentor click “Supervisor/Mentor Link-Up and follow the steps for choosing a Mentor

# My Notices

The “My Notices” portlet is ACT’s central location for career and training recommendations. These notices are recommendations from your Supervisor/Mentors.



**My Notices** ?

**Career**  
 2 Unread

! Schedule a monthly counseling session -Sent on 17 Jan 2012 by Marvin Nickels

ACT Supervisor Request Accepted -Sent on 17 Jan 2012 by Army Career Tracker

**Training**  
 1 Unread

Complete Diversity Training -Sent on 17 Jan 2012 by Marvin Nickels

G Sign up for Civilian Leader Course -Sent on 17 Jan 2012 by Marvin Nickels

**My Supervisors**

Marvin Nickels ( Supervisor ) Change

Opt Out Of Mentor Requests

Supervisor

**My Resources** ?

Army Civilian Training and Leader Development

Army Civilian Service

Notices are organized into two categories: Career and Training. Notices can be generated by the ACT system or by a Supervisor or Mentor.

High Priority Notices are indicated by a Red exclamation point and are always at the top of the list. If you create a goal from a Notice, a Green letter G will be visible next to the Notice



# Viewing Notices

[CIVILIAN](#)
[CAREER RESOURCES](#)
[SEARCH](#)
[ACT EV](#)

[Home](#)
[My Planner](#)
[My Activities](#)

ACT >> CIVILIAN >> Home

**My Notices** ?

**Career**  
 2 Unread  
[Schedule a monthly counseling session](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[ACT Supervisor Request Accepted](#) -Sent on 18 Jan 2012 by Army Career Tracker

**Training**  
 1 Unread  
[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[Complete Diversity Training](#) -Sent on 18 Jan 2012 by Marvin Nickels

**My Supervisors** ?

Marvin Nickels ( Supervisor ) [Change](#)

[Opt Out Of Mentor Requests](#)

[Supervisor/Mentor Link-Up](#)

To View A Notice, click a **BLUE** hyperlink in the My Notices portlet.

Page refreshes

**Career Notification**

**Originator:** Marvin Nickels  
**Date:** 17 Jan 2012 at 22:00:14 EST  
**Subject:** Schedule a monthly counseling session  
**Priority:** High  
**Notice Expiration:** 26 Apr 2013

... please set a monthly counseling session

[FORWARD](#)

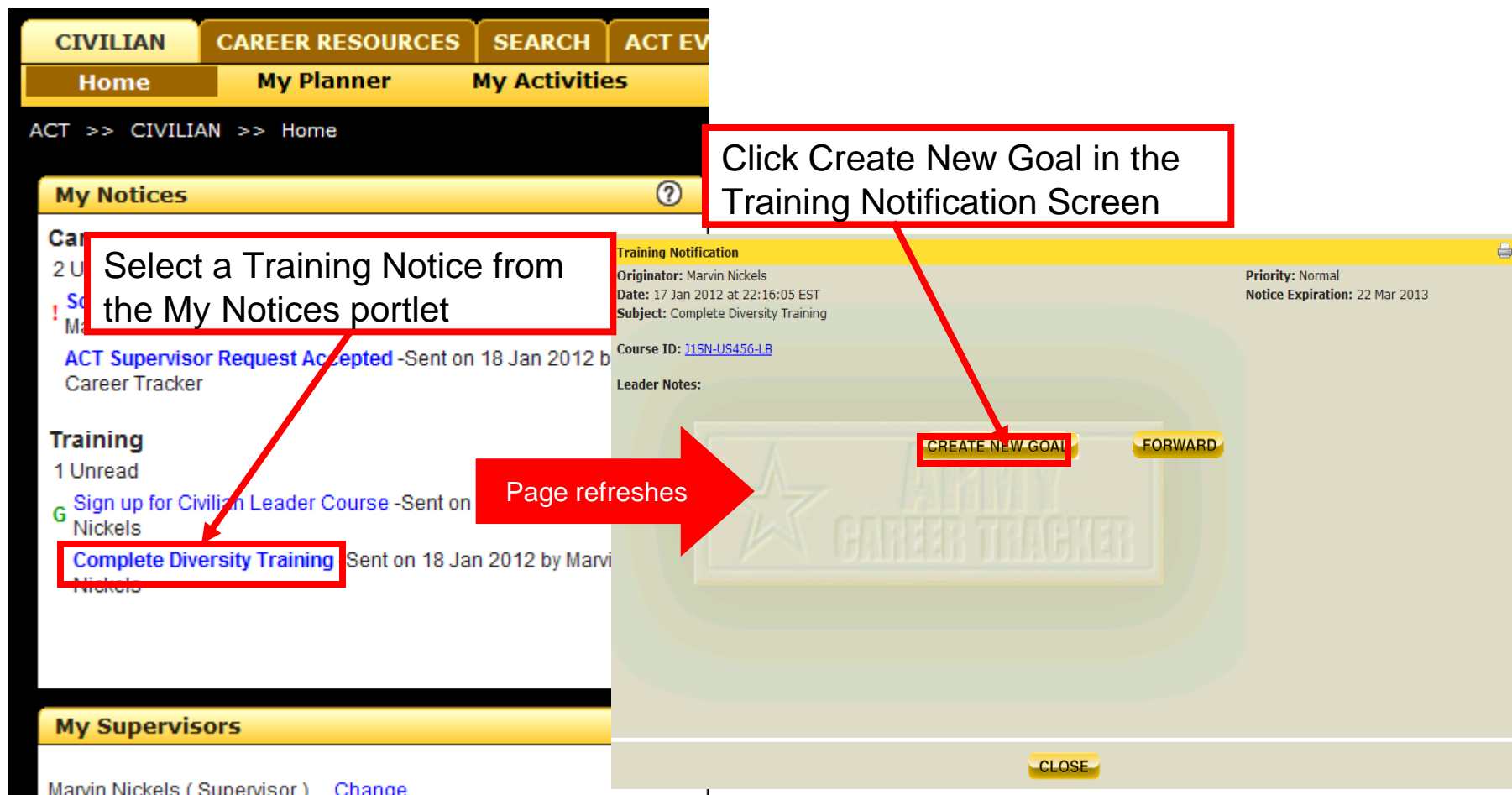
[CLOSE](#)

The Expanded Notification window opens. You can view all notification details including originator, date, subject, priority, and notice expiration



# Creating Goals from Training Notices

If a Training notification is selected you will have the option to “Create A New Goal.” To create a Training Goal:



The screenshot displays the Army Career Tracker web application. At the top, there are navigation tabs: CIVILIAN, CAREER RESOURCES, SEARCH, and ACT EV. Below these are sub-tabs: Home, My Planner, and My Activities. The main content area is titled 'My Notices' and contains a list of notifications. One notification, 'Complete Diversity Training', is highlighted with a red box. A red arrow points from this notification to a 'Training Notification' pop-up window. In this window, the 'CREATE NEW GOAL' button is highlighted with a red box. Another red arrow points from this button to a red box labeled 'Page refreshes'. A third red arrow points from the 'Page refreshes' box back to the 'Complete Diversity Training' notification in the 'My Notices' list. The 'Training Notification' window also displays details such as Originator, Date, Subject, Course ID, and Priority.

**Click Create New Goal in the Training Notification Screen**

**Select a Training Notice from the My Notices portlet**

**Page refreshes**

# “Creating A Goal”

To create a Training Goal in ACT simply fill out the Goal Template. Completing this goal template will help you, your Leader, and your Mentor easily track your goals.

**Training Notification**

**Originator:** Marvin Nickels **Priority:** Normal  
**Date:** 17 Jan 2012 at 22:16:05 EST **Notice Expiration:** 22 Mar 2013  
**Subject:** Complete Diversity Training

Select a target completion date using the built in calendar

Complete by: 24 Mar 2012

Personal Notes: Enter any personal notes

Complete in line with Supervisor Recommendation

☒ IDP Goal Indicate this item as an IDP Goal and select “Term, then choose if there is an “Associated Cost” and “Priority”

**Term** ☐ Short ☒ Long  
☒ Associated Cost  
**Priority** ☐ High ☐ Medium ☒ Low

**Estimated Cost** Course \$ 0 .00 Travel \$ 0 .00

Click “Create New Goal”

**CREATE NEW GOAL** **FORWARD** **CLOSE**

# Agenda

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  - Keep track of "My Career"
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  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees
- Stakeholder Launch

# Civilian Homepage

CIVILIAN

CAREER RESOURCES

SEARCH

ACT EVALUATION

STAFF

Home

My Planner

My Activities

My Career

My IDP

## My Notices

### Career

2 Unread

[Schedule a monthly counseling session](#) -Sent on 18 Jan 2012 by Marvin Nickels

[ACT Supervisor Request Accepted](#) -Sent on 18 Jan 2012 by Army Career Tracker

### Training

0 Unread

[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels

[Complete Diversity Training](#) -Sent on 18 Jan 2012 by Marvin Nickels

[View All](#)

View Career and Training notices in "My Notices"

Check out news in "ACT News"



[Dempsey taps Dempsey, Winnefeld as...](#)  
...an, vice chairman

(WASHINGTON, May 30, 2011; by Jim Garamone, American Forces Press Service)

(Published on 02 Jun 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

[Wounded Soldier to receive Medal of Honor for action in Afghanistan](#) - An Army Ranger who lost his right hand and suffered shrapnel wounds after throwing an armed grenade away from his fellow Soldiers will be the second living Medal of Honor Recipient from the conflicts in Iraq and Afghanistan.  
(Published on 02 Jun 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

[Odierno nominated as next CSA as Dempsey moves up](#) - President Barack Obama announced May 30, 2011, that he will nominate Gen. Raymond T. Odierno as the next chief of staff of the Army.  
(Published on 02 Jun 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

[Test All](#) - Test All  
(Published on 29 May 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

## My Career Dashboard

Name: Laura Tripp

Select Supervisor or Mentor(s) in "My Leaders"

TRAINING SYSTEM ANALYST

US ARMY TNG SPT

09 Sep 1979

15 Oct 2011

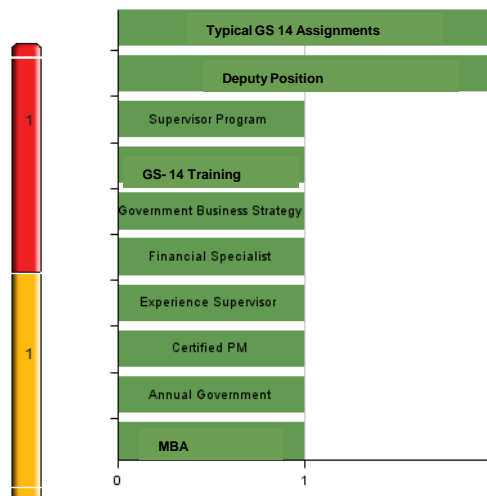
View a Career snapshot in "My Career" Dashboard



Bachelors

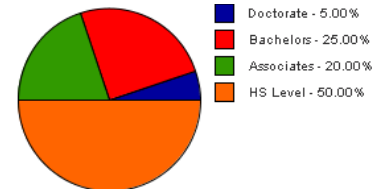
Management of Info. Systems

09 Sep 1979

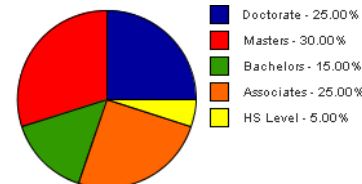


Top 10 Professional Individual Development Plan Goals

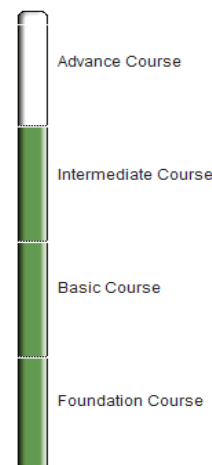
### Current Grade Level - GS-13



### Next Grade Level - GS-14



Civilian Education Comparison Current and Next Grade Level



CES Completion

## My Resources

[Army Civilian Training and Leader Development](#)  
[Army Civilian Service](#)  
[Army Counterintelligence \(CI\) ISALUTE Reporting Portal](#)  
[ATIA](#)  
[CPOL](#)  
[Federal Leadership Development Programs](#)  
[LINKEDIN](#)  
[My Biz](#)  
[My Pay](#)  
[RASS](#)  
[Resumix](#)

View useful links and resources in "My Resources"

My IDP Goals

# "My Career" Dashboard

Within "My Career" Dashboard:

Name: Laura Tripp

SSN: XXX-XX-9445    Job Title: TRAINING SYSTEMS MANAGEMENT ANALYST    Education Level: Bachelors

Grade: GS-13    Organization: US ARMY TNG SPT CNTR    Instructional Program: Management of Info. Systems

CP: 32    Assignment Start Date: 09 Sep 1979    Last SDC Completion Date: 09 Sep 1979

Series: 1702    Appraisal Performance Rate Due Date: 15 Oct 2011

Typical GS 14 Assignments

Deputy Position

Supervisor Program

GS-14 Training

Government Business Strategy

Financial Specialist

Experience Supervisor

Certified PM

Annual Government

MBA

Current Grade Level - GS-13

- Doctorate - 5.00%
- Bachelors - 25.00%
- Associates - 20.00%
- HS Level - 50.00%

Next Grade Level - GS-14

- Doctorate - 25.00%
- Masters - 30.00%
- Bachelors - 15.00%
- Associates - 25.00%
- HS Level - 5.00%

Top 10 Professional Individual Development Plan Goals

Civilian Education Comparison Current and Next Grade Level

CES Completion

And four graphics for IDP Goals, Top 10 IDP Goals, Civilian Education Comparison, and CES Completion Status

If this is your first time in ACT, Click the [BLUE HERE](#) to agree to FERPA and to display the Civilian Education status. Read the FERPA Consent form and click I Agree

Command, Army Career Tracker Office, Fort Monroe, VA 23651 for use as part of the Army Career Tracker System; and

Release of all education records, obtained by Headquarters, U.S. Army Training and Doctrine Command, Army Career Tracker Office, Fort Monroe, VA 23651, for use by U.S. Army Leaders and Mentors I will identify within the Army Career Tracker System for the purpose of assisting me in developing leadership capabilities through training, education and experiential learning.

Educational records are, "those records, files, documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution or by a person acting for such agency or institution." 20 U.S.C. 1232g(a)(4)(A)

The education records to be released will include the following academic information (Grades, GPA, Registration, Academic Progress, Schedule of Classes and Enrollment Status).

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any educational records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by contacting ACT.



**HQ TRADOC**  
**Victory Starts Here!**

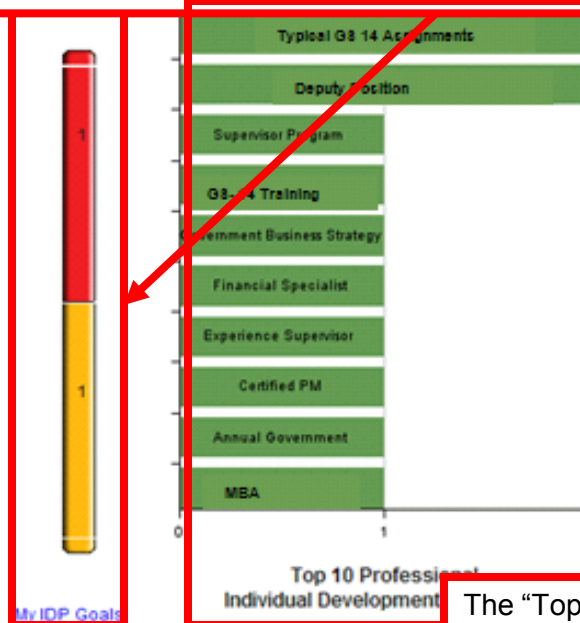
# Career Dashboard Thermometers

The "My IDP" Goals thermometer illustrates a status summary of your completed, pending or past due IDP goals. Sections in the thermometer are color coded.

"GREEN" indicates the number of IDP goals you have COMPLETED.

"AMBER" indicates the number of IDP goals you have PENDING.

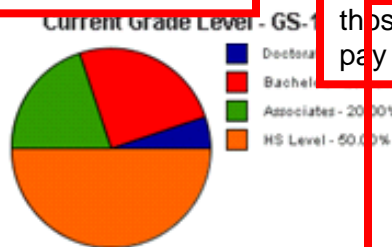
"RED" indicates the number of IDP goals you have PAST DUE.



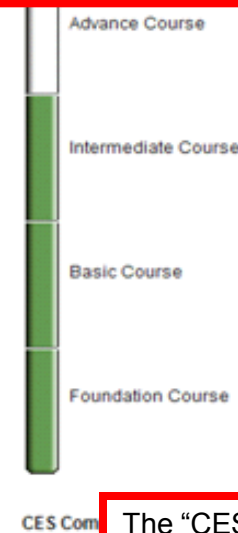
The "Top 10 Professional IDP Goals" bar chart illustrates the top 10 professional IDP goals within your career program, job series, pay plan, and pay grade.

The vertical axis describes the rank of the IDP goal. The horizontal axis describes the number of users with the same professional IDP Goal.

The "Current Grade Level" education pie chart illustrates an education level comparison of those within your career program, job series, pay plan, and pay grade.



The "Next Grade Level" education pie chart illustrates an education level of comparison of those within your career program, job series, and pay plan, but at the next pay grade level.



The "CES Completion" thermometer illustrates the different levels of CES courses completed.

"GREEN" indicates course has been completed

"AMBER" indicates that you have enrolled in the course



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# ACT Career Resources Landing Page

CIVILIAN

CAREER RESOURCES

SEARCH

ACT EVALUATION

Career Fields ▾

ACT

ARNG ▾

USAR

Career Programs ▾

Branch/FA ▾

Additional Resources ▾


ACT >> CAREER RESOURCES >> Career Programs >> CP34

Career Program Leadership

  
Information Technology Management

  
Functional Chief Representative  
Ms. Jackie Rustigian  
Director, Human Capital Management  
Division

  
Functional Point of Contact  
Ms. Natasha Smith  
Deputy, Human Capital Management  
Division

  
Functional Point of Contact  
Mr. William D. Baucom  
Deputy, Human Capital Management  
Division



Learn about Leadership and Functional Point of Contacts

Featured Courses

- ! CIVILIAN LEADER BASIC
- ! CIVILIAN LEADER INTERMEDIATE
- ! CIVILIAN LEADER ADVANCED
- ! CIVILIAN FOUNDATION
- ! CIVILIAN LEADER ADVANCED
- ! CIVILIAN LEADER INTERMEDIATE
- ! CIVILIAN LEADER BASIC

Choose training based on recommendations from your Career Program in "Featured Courses"

Featured Links

-  Army e-Learning
-  National Defense University
-  ACTEDS Training Catalog- CP-34

Essential Resources

- CP-34 IT Management Careers
- ACTEDS
- RASS
- DA Internship Program
- National Defense University
- CHRTAS
- Army Management Staff College

Convenient access "Featured Links" and "Essential Resources"

Featured News

## Twelve CP-34 Careerists Pursue IT Certifications

*Do You Have a Professional Certification?*

... program in August 2011 based upon feedback from the IT community. We received numerous inquiries to the program, and ... We are pleased to announce the following graduates of the Microsoft Certification program: Microsoft Certified ... configuration - Christopher Saunders, CECOM SEC; Kenneth Jones, S3, CECOM-LCMC, SEC; Taiwo Salau, CERDEC SED; ... nguyen, S3, CECOM-LCMC, SEC; Sup. ...

  
Information Technology Management  
Career Program-34  
Innovate, Educate, & Communicate  
(Published on 26 Aug 2011.)

Read featured and relevant news articles profiled for your Career Field

News

## Twelve CP-34 Careerists Pursue IT Certifications -

*Do You Have a Professional Certification?*

(Published on 16 Nov 2011.)

## Adobe Design and Media Training Program -

*Extended Deadline for Adobe Design and Media Training Program!*

... your application on the ITM Careers Website:  
... s://www.us.army.mil/suite/designer

(Published on 16 Nov 2011.)

## Information Technology Management (ITM) Career Program-34 - Innovate, Educate, & Communicate

(Published on 26 Aug 2011.)

## Changes for IA Community

- Alaract details changes in computing environment (CE) certifications for the Army Information Assurance (IA) workforce.  
(Published on 26 Aug 2011.)

## Army Career Tracker Is Live!

- The HQDA, G-37/TRV Civilian Training and Leader Development Division is pleased to announce careerists from **Career Programs 18, 22, 27, 31, 32, and 34 (Spiral 1)** will have access to Army Career Tracker (ACT) on 29 August 2011.  
(Published on 26 Aug 2011.)

## Army Career Tracker (ACT) Now Live!

- Army Career Track is now live for Career Program 34.  
(Published on 26 Aug 2011.)

First Page | Previous Page | 1 | Next Page | Last Page

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# PDM Recommendations in “My Planner”

**CIVILIAN** **CAREER RESOURCES** **SEARCH** **ACT EVALUATION** **STAFF**

**Home** **My Planner** **My Activities** **My Career** **My IDP**

ACT >> CIVILIAN >> My Planner

At any time you can print a “Printable Career Map”

Marvin Nickels  
[ACT Supervisor Request Accepted](#) -Sent on 18 Jan 2012 by Army Career Tracker

**Training**  
0 Unread  
[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels

In this “My Planner” portal you can view completed items or items in progress for:

- Key Assignments
- Competencies
- Leader Development
- Professional Development
- Occupational Development
- Academic Training
- Certifications and
- Mandatory Training activities.

**My Planner**

NAME: Laura Tripp CP: 32 JOB SERIES: 1702 GRADE: GS-13  
JOB: TRAINING SYSTEMS MANAGEMENT ORGANIZATION: US ARMY TNG SPT CNTR ASSIGNMENT DATE: 09 Sep 1979  
TITLE: ANALYST  
[Printable Career Map for CP 32 Job Series 1702 Pay Plan G](#)

**PDM Categories**

NOTE: Click on a category below to view the associated PDM Recommendations, which will be displayed in the right panel. The selected category is highlighted in Green. The completed or In progress items are listed under each category name.

**Key Assignments**

TRAINING SYSTEMS MANAGEMENT ANALYST	09 Sep 1979
REASSIGNMENT	30 Aug 2009
REALIGNMENT	27 Feb 2010
REASSIGNMENT	25 Oct 2010
REALIGNMENT	21 Nov 2010

**Competencies**

**Leader Development**

**Professional Development**

**Occupational Development**

**Academic Training**

**Certifications**

**Mandatory Training**

**PDM Recommendations**

[Explore another CP/Job Series](#)  
NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

GS-13 --- GS-14 --- GS-15

**Key Assignments (GS-13)**

☐ Training Support Analyst  
☐ Training Support Planner  
☐ Training Support Program/Systems Manager

COMPLETE BY: DD Mmm YYYY

DESCRIPTION:  
☐ IDP Goal

NOTES:

As well as PDM Recommendations from your Career Field.

You are still required to work with Army Leadership to be enrolled in a training course or receive a new assignment

**My Calendar**

Professional Goals

Continuing Education

# Sample Career Map – CP 32 Job Series 1720

CP 32 Series 1702Career Map

Categories	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Assignments					Training Support Training Technician		Training Support Training Technician		Mobilization Training Support Technician Training Scheduler Training Support Manager Training Support Technician		Mobilization Training Support Technician Training Scheduler Training Support Manager Training Support Technician	Training Scheduler Training Support Analyst Training Support Planner Training Support Planner Training Support Program/Systems Manager Training Support Technician	Training Support Analyst Training Support Planner Training Support Program/Systems Manager	TEST1	
Competencies											<b>Functional Competencies</b> Functional Competencies GS- 11 <b>Core Competencies</b> Common Core Competencies GS- 11/12	<b>Functional Competencies</b> Functional Competencies GS-12 <b>Core Competencies</b> Common Core Competencies GS- 11/12	<b>Functional Competencies</b> Functional Competencies GS-13 <b>Core Competencies</b> Common Core Competencies GS-13	<b>Functional Competencies</b> Functional Competencies GS-14 <b>Core Competencies</b> Common Core Competencies GS-14	<b>Functional Competencies</b> Functional Competencies GS-15 <b>Core Competencies</b> Common Core Competencies GS-15
Leader Development											Action Officer Development Course CES Basic Course CES Foundation Course CES Intermediate Course Manager Development Course Supervisory Development Course	Action Officer Development Course CES Basic Course CES Foundation Course CES Intermediate Course Manager Development Course Supervisory Development Course	Action Officer Development Course CES Advanced Course CES Basic Course CES Foundation Course CES Intermediate Course Manager Development Course Supervisory Development Course	Action Officer Development Course Air War College (Open to DSLDP Candidates only) Army War College Army War College (Distance Education) CES Advanced Course CES Basic Course CES Foundation Course	Action Officer Development Course Air War College (Open to DSLDP Candidates only) Army War College Army War College (Distance Education) CES Advanced Course CES Basic Course CES Foundation Course

# PDM Recommendations & Setting Goals

From the “My Planner” portlet users can search for PDM recommendations from which they can set Professional Goals

Grayed out buttons mean you have already set a goal for or completed the Recommendation.

Here are Recommendations you can set professional goals for

Indicate this item as an IDP Goal

The screenshot shows a web interface for PDM Recommendations. At the top, it displays user information: ARMY TNG SPT R, JOB SERIES: 1702, GRADE: GS-13, ASSIGNMENT DATE: 09 Sep 1979. Below this is the 'PDM Recommendations' section with a link to 'Explore another CP/Job Series' and a note about job series suffixes. There are three buttons for GS-13, GS-14, and GS-15; the GS-13 button is highlighted. The 'Key Assignments (GS-13)' section lists three roles: Training Support Analyst, Training Support Planner (highlighted with a red box), and Training Support Program/Systems Manager. Below this is a 'COMPLETE BY:' field with a date picker set to 'DD Mmm YYYY'. The 'DESCRIPTION:' section has a checkbox for 'IDP Goal' (highlighted with a red box) and a text area. At the bottom is an 'ADD AS A GOAL' button and a disclaimer: 'You are still required to work with Army Leadership to become enrolled in a training course or receive a new assignment.'

ARMY TNG SPT R

JOB SERIES: 1702

GRADE: GS-13

ASSIGNMENT DATE: 09 Sep 1979

### PDM Recommendations

[Explore another CP/Job Series](#)

NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

GS-13 GS-14 GS-15

### Key Assignments (GS-13)

- ☐ Training Support Analyst
- ☒ Training Support Planner
- ☐ Training Support Program/Systems Manager

COMPLETE BY: DD Mmm YYYY

DESCRIPTION:

☒ IDP Goal

ADD AS A GOAL

You are still required to work with Army Leadership to become enrolled in a training course or receive a new assignment.



# Choosing Another CP/Job Series

Users can view their profiled Recommendations as well as Recommendations from other Career Fields

**PDM Recommendations**

[Explore another CP/Job Series](#)

NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

GS-13 --- GS-14 --- GS-15

**PDM Recommendations**

32 - Training, Capabilities and Doctrine Warfighting Developers

Job Series - 1702 - Education and Training Technician

Grade - GS-13

[Reset to your current CP/Job Series](#)

NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

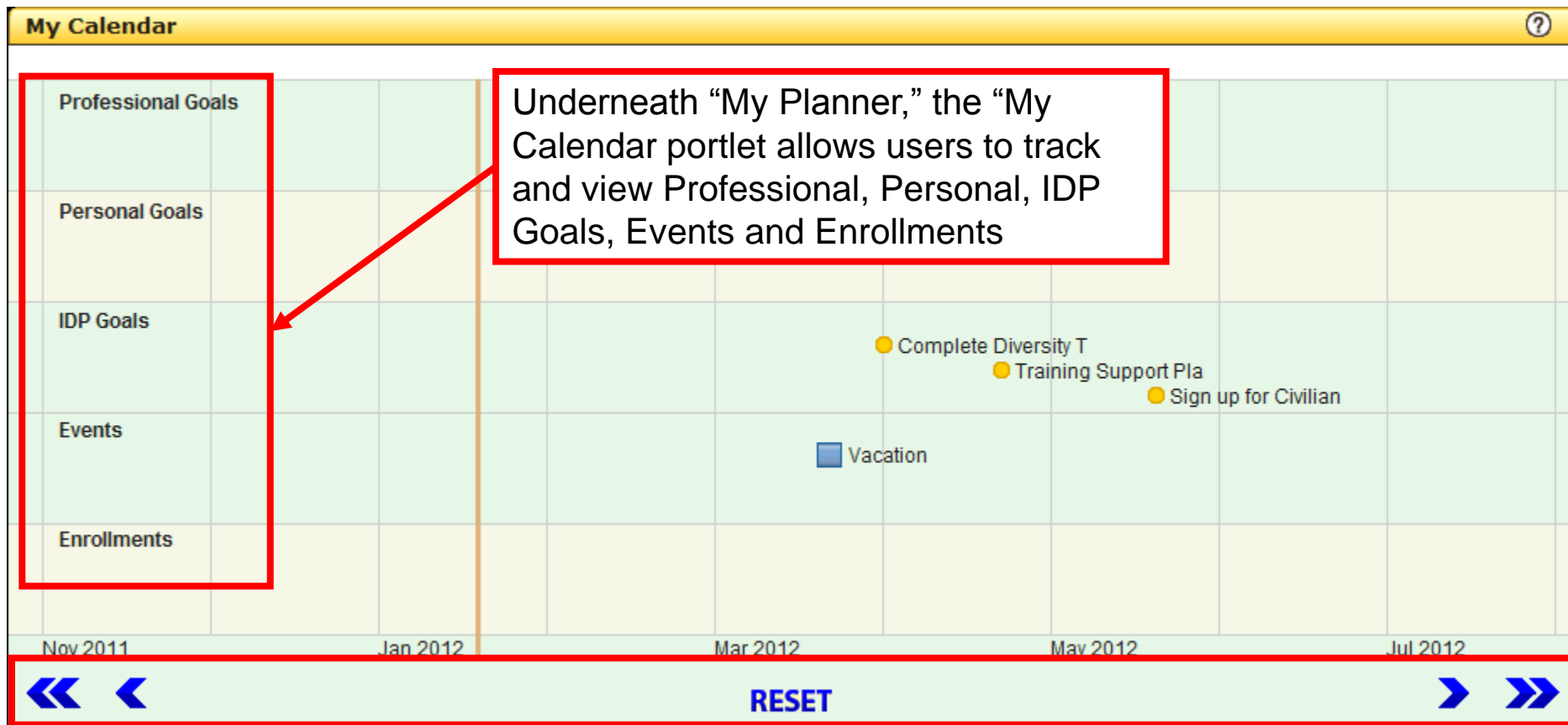
GS-13 --- GS-14 --- GS-15

**Annotations:**

- Page refreshes** (Red arrow pointing from the first screenshot to the second)
- You can choose another "CP", "Job Series", "Explore another CP/Job Series"** (Red box pointing to the link in the first screenshot)
- Next choose the applicable "CP", "Job Series" and "GS"** (Red box pointing to the selection dropdowns in the second screenshot)
- To reset to your current CP/Job Series click the Blue Link** (Red box pointing to the "Reset to your current CP/Job Series" link in the second screenshot)



# “My Calendar”





# “My Activities”

The “My Activities” portlet includes activities you decide to participate in to build on your career development, and personal goals and events. It is your “to-do” list!

**My Notices**

**Career**  
2 Unread  
Schedule a monthly counseling session -Sent on 18 Jan 2012 by Marvin Nickels  
ACT Supervisor Request Accepted -Sent on 18 Jan 2012 by Army Career Tracker

**Training**  
0 Unread  
Sign up for Civilian Leader Course -Sent on 18 Jan 2012 by Marvin Nickels  
Complete Diversity Training -Sent on 18 Jan 2012 by Marvin Nickels  
[View All](#)

**My Supervisors**

**My Activities**

**CREATE EVENT** **CREATE PERSONAL GOAL**

NOTE: To create an IDP Goal, click the CREATE PERSONAL GOAL button.

Show Filter: ☒ View All ☐ Enrollments ☐ Events ☐ Personal Goals

If you do not see a recently added activity, click the refresh button.

1 - 11 of 11

Activity Name	Activity Type	Start Date	End Date	Status	Associated Costs
Sign up for Civilian Leader Course	Professional Goal	18 May 2012		Pending	Yes
Training Support Planner	Professional Goal	20 Apr 2012		Pending	Yes
Complete Diversity Training	Professional Goal	30 Mar 2012		Pending	Yes
Continuing Education for Senior	Professional Goal	30 Mar 2012		Pending	No
					No
					No
					No
					No
					No
					No
					No

**Create Personal Goal**

Target Completion Date:  Actual Completion Date:

☐ Mark as Private ☒ Mark as IDP Goal

\*IDP Goal Range: ☐ Short ☐ Mid ☐ Long

\*Priority: ☐ High ☐ Medium ☐ Low

☒ Associated Cost

\*Estimated Course Costs \$ .00 \*Estimated Travel Costs \$ .00

Subject:

Detail:

Show: 5 | 10 | 20 | 50 | 100 | All items

Jump to page 1 of 1

Previous Next

# "My Career"

"My Career" provides users with an unofficial consolidated view of historical Assignments, Training, Electronic Job Book Training, and Civilian Education. A User's Supervisor and Mentors can also see their information from which to base their recommendations.

CIVILIAN

CAREER RESOURCES

SEARCH

ACT EVALUATION

Home

My Planner

My Activities

My Career

My IDP

ACT >> CIVILIAN >> My Career

My Notices

Career

2 Unread

Schedule a monthly counseling session -Sent on 18 Jan 2012 by Marvin Nickels

ACT Supervisor Request Accepted -Sent on 18 Jan 2012 by Army Career Tracker

Training

0 Unread

Sign up for Civilian Leader Course -Sent on 18 Jan 2012 by Marvin Nickels

Complete Diversity Training -Sent on 18 Jan 2012 by Marvin Nickels

View All

My Supervisors

Marvin Nickels ( Supervisor ) Change

Opt Out Of Mentor Requests

Supervisor/Mentor Link-Up

My Resources

Army Civilian Training and Leader Development

Army Civilian Service

Army Counterintelligence (CI) ISALUTE Reporting Portal

ATIA

CPOL

Federal Leadership Development Programs

LINKEDIN

My Biz

My Pay

RASS

Resumix

My Career

\*\* This is an unofficial record \*\*

For missing or incorrect information, click on associated help icon.

Printer Friendly

Name: Laura Tripp

SSN: XXX-XX-9445

CP: 32

Series: 1702

Grade: GS-13

Job Title: TRAINING SYSTEMS MANAGEMENT ANALYST

Assignment Start Date: 09 Sep 1979

Organization: US ARMY TNG SPT CNTR

Date Last Promoted: 03 May 1992

Education Level: Bachelors

Assignments:

Job Title	Location	Assignment Date
REALIGNMENT	VICKSBURG	21 Nov 2010
REASSIGNMENT	FT RILEY	25 Oct 2010
REALIGNMENT	FT HUACHUCA	27 Feb 2010
REASSIGNMENT	FT GORDON	30 Aug 2009
TRAINING SYSTEMS MANAGEMENT ANALYST	FT EUSTIS	09 Sep 1979

Training:

Title	Status	Delivery Method	Completion Date
COMPOSITE RISK MANAGEMENT CIVILIAN BASIC COUR	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	03 May 2011
SEXUAL HARASSMENT PREVENTION FOR FEDERAL EMPL	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	20 Nov 2010
CIVILIAN LEADER BASIC	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	14 Oct 2009
2009 ALCOHOL AND DRUG TRAINING			01 Sep 2009
CIVILIAN FOUNDATION	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	11 Feb 2009

Electronic Job Book Training:

Title	Status	Recorded By	Completion Date
No data available			

Civilian Education:

Title	Status	Institution	Completion Date
-------	--------	-------------	-----------------

# Agenda

- ACT Overview
- How can Users:
  - Receive leadership guidance
  - Keep track of "My Career"
  - See Career Program updates
  - Monitor career progression with PDM model and set goals
  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees

# Find A Course

CIVILIAN SUPERVISOR CAREER RESOURCE **SEARCH** ACT EVALUATION

Home

Find an Expert

ACT >> SEARCH >> Home

## Featured Courses

!!! FOOD SERVICE SPECIALIST SLC  
!! QUARTERMASTER/CHEMICAL EQUIPMENT REPAIRER  
!! RESERVE FIELD FOOD SERVICE (USMC)  
! FOOD SERVICE CONTRACT MGMT CERT (GWOT)

## My Notices

### Career

1 Unread

Schedule a monthly counseling session Sent on 17 Jan 2012 by

Marvin Nickels

ACT Supervisor

Career Tracker

### Training

0 Unread

Complete

Sign up for

Nickels

## My Supervisors

Marvin Nickels ( Supervisor ) [Change](#)

[Opt Out Of Mentor Requests](#)

[Supervisor/Mentor Link-Up](#)

## My Resources

[Enroll in Structured Self Development \(SSD\)](#)

[US Army Human Resources Command](#)

[Personnel Electronic Records Management System \(iPERMS\)](#)

[Assignment Satisfaction Key \(ASK\)](#)

[College of the American Soldier \(CAS\)](#)

[Credentialing Opportunities On-Line \(COOL\)](#)

[Army Knowledge Online \(AKO\)](#)

[GoArmyEd](#)

[Army Learning Management System \(ALMS\)](#)

[Comprehensive Soldier Fitness \(CSF\)](#)

[My Army Benefits](#)

[Army Counterintelligence \(CI\) ISALUTE Reporting Portal](#)

## Find a Course

### Keyword Search

Keyword:

GO

Enter a keyword into the text box above then select the [Go] button. Matching courses will display in the lower section. You can also select additional filters below. All selected filters will display in the Active Filters List.

Active  
Filters

“Find a Course” searches the ACT Consolidated Course Catalog for specific classes using category filters

### Search By Category

### Saved Searches

### Wish List

#### Start Date:

< 30 days  
< 45 days  
< 60 days  
< 90 days  
< 120 days  
< 150 days  
< 180 days

#### State:

AE (11)  
AK (604)  
AL (2664)  
AP (11)  
AR (146)  
AZ (1290)  
- More -

#### Delivery Type:

ACCREDITED OFF-CAMPUS INSTR(AOCI)/CONTR INSTR (34)  
ANNUAL TRAINING/ACTIVE DUTY FOR TRNG (CRSTYPE 80) (652)  
CORRESPONDENCE COURSE (733)  
IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR ARPRINT (1890)  
INACTIVE DUTY FOR TRAINING (CRSTYPE 80 ONLY) (286)  
INTERNET (874)  
- More -

## 28616 Matching Courses

1	2	3	4	5	Next Page	Last Page
Course Name	Start Date	State	Location	School Name	Delivery Type	Source
HEALTHCARE SPECIALIST (MOS-T)	05 Mar 2012	KY	FORT KNOX	HEALTH SERVICES BDE	IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR ARPRINT	ATRRS
AIRCRAFT POWERPLANT RPR SUPV BNCOC	09 Jul 2013	VA	FORT EUSTIS	NCO ACADEMY - EUSTIS (AVLOG)	RESIDENT	ATRRS
HEALTHCARE SPECIALIST (MOS-T)	05 Feb 2012	KY	FORT KNOX	HEALTH SERVICES BDE	IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR ARPRINT	ATRRS
CAMBODIAN BASIC	17 Oct 2011			DLI, LOW DENSITY	RESIDENT	ATRRS
AIRCRAFT POWERPLANT RPR SUPV BNCOC	13 Jun 2012	VA	FORT EUSTIS	NCO ACADEMY - EUSTIS (AVLOG)	RESIDENT	ATRRS
AH-64D ARMAMENT/ELEC/AVIONIC SYSTEMS REPAIRER	07 Sep 2011	VA	FORT EUSTIS	AVIATION LOG SCH	RESIDENT	ATRRS
HEALTHCARE SPECIALIST (MOS-T)	16 Jul 2012	OK	OKLAHOMA CITY	HEADQUARTERS 189TH REGIONAL TRAINING INSTITUTE (RT)	RESIDENT	ATRRS
CHINESE-CANTONESE BASIC	06 Sep 2011			DLI, LOW DENSITY	RESIDENT	ATRRS
GEE DATA MANAGEMENT	01 Oct 2011			JOINT WARFIGHTING CENTER (JKDDC)	INTERNET	ATRRS
AIRCRAFT POWERPLANT RPR SUPV BNCOC	17 Aug 2012	VA	FORT EUSTIS	NCO ACADEMY - EUSTIS (AVLOG)	RESIDENT	ATRRS

1

2

3

4

5

Next Page

Last Page

2

# Course Details/Creating a Goal for A Course

Find a Course

CIVILIAN LEADER ADVANCED

Course Number:

1-250-C62 (DL)

Phase:

1

Fiscal Year:

2012

Source:

ATRRS

Delivery Type:

INTERNET

Organization:

ARMY MGMT STAFF COLLEGE (AMSC)- EAST

Start Date:

01 Oct 2011([Details](#))

State:

Not Available

Location:

Not Available

To create a goal for a Course that will be visible by your Supervisors and Mentors click "Create As Goal"

Save this course to your wish list for future reference. You can later return to your "Wish List and set this as a goal

All Class Offerings for this Course

Class Number	Class Name	Delivery Type	School Name	Start Date	End Date	Class Link
001	001	INTERNET	ARMY MGMT STAFF COLLEGE (AMSC)- EAST	01 Oct 2011	30 Sep 2012	<a href="#">Details</a>

CREATE AS GOAL

SAVE TO WISH LIST

PRINT

BACK



# Create a Course Goal

Find a Course  
CIVILIAN LEADER ADVANCED

**Create as Goal**

Goal Name: CIVILIAN LEAD

Goal Details:  
Strategic Management; Ethical and Moral Reasoning in Decision Making; Contemporary Operating Env  
Government Structure; DoD Structure; Joint Systems

Complete By: dd Mmm yyyy

Notes:

☐ IDP Goal

CREATE AS GOAL CLOSE

Supervisor/Mentor Link-Up

Fill in a Complete By Date

Fill in any additional notes

Indicate this item as  
an IDP Goal

CREATE AS GOAL

Click Create As Goal



# “Find a Course”

## Find a Course

**Keyword Search**

Keyword:  **GO**

Enter a keyword in the search box. The lower section will display the matching courses. The filters currently selected will display in the Active Filter List.

**Search By**

Start Date:

- < 30 days
- < 45 days
- < 60 days
- < 90 days
- < 120 days
- < 150 days
- < 180 days

CHARLOTTESVILLE (2)

WILLOW GROVE (16)

**Delivery Type:**

CORRESPONDENCE (2)

RESIDENT (2)

**Active Filter List**

Filters currently selected under Search by Category:

Text Search: civilian management school (remove)

State: VA (remove)

State: PA (remove)

**SAVE** **CLEAR ALL**

**18 Matching Courses**

1 2 Next Page

Course Name	Start Date	State	Delivery Type	Source
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 May 2011	PA	CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Apr 2011	PA	CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Feb 2011	PA	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	01 Jun 2011	PA	CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Mar 2011	PA	CORRESPONDENCE COURSE	ATRRS
CERTIFIED QUALITY TECHNICIAN QUESTION BANK	01 Jul 2011	PA	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	18 Apr 2011	PA	CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Jun 2011	PA	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	01 May 2011	PA	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	01 Jul 2011	PA	CORRESPONDENCE COURSE	ATRRS

1 2 Next Page

If you search by multiple keywords, they will all appear in the Active Filter List.

You can “Save” to save this filter for use at a later time

You can “Clear All” to clear your filters at anytime

Click on the blue hyperlinked “Course Name” to view the Course Details.





# Agenda

- ACT Overview
- How can Users:
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  - Keep track of "My Career"
  - See Career Program updates
  - Monitor career progression with PDM model and set goals
  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees



# “Find an Expert”

The screenshot shows a web application interface for finding experts. At the top, there are navigation tabs: CIVILIAN, CAREER RESOURCES, SEARCH, and ACT EVALUATION. Below these are sub-tabs: Home and Find an Expert. The main header area contains the text 'ACT >> SEARCH >> Find an Expert'.

On the left side, there are two sidebar sections: 'My Notices' and 'My Supervisors'. The 'My Notices' section shows a notice about scheduling a counseling session. The 'My Supervisors' section shows a supervisor named Marvin Nickels and a link to 'Opt Out Of Mentor Requests'.

The main content area is titled 'Find an Expert'. It contains a search form with the following fields:

- First Name
- Last Name
- Skills (with the text 'change management' entered)
- Job Title
- Supervisor Experience (with a dropdown menu set to 'Doesn't Matter')
- Location
- Job Series (with a dropdown menu set to '--- Select a Job Series ---')
- Pay Grade (with a dropdown menu set to '--- Select a Pay Grade ---')

At the bottom right of the search form is a 'Search' button. A red arrow points from the 'Search' button to a callout box that says 'And then click “Search”'.

There are three red callout boxes with text explaining search functionality:

- Top right: 'Weighting for expertise is provided by peers' and 'Individuals with highest weighting will be listed first on search results'.
- Left side: 'Users can search using these categories.' and 'In this example Ms. Tripp is searching for a “Change Management” Expert'.
- Bottom right: 'And then click “Search”'.



# “Find an Expert”

## Find an Expert

### Search for Expert

[Go to my Profile](#)

Input or select a value in at least one search categories below. Matching individuals will display in the lower section. NOTE: The "Skills" and "Job Title" search fields require exact matching. For example, if you are looking for an individual with "Project Management" skill, you must enter "Project Management" in the "Skill" search field as opposed to "Project".

Find

Skills

Change Management

Job Title

Last Name

Location

Career Program

Job Series

Pay Grade

Search

First Name = None, Last Name = None, Skill = change management, Job Title = None, Location = None, Supervisor Experience? Does Not Matter, Career Program = None, Job Series = None, Pay Grade = None

Name	Career Program	Job Series	Work Location	Organization	Email
<a href="#">Kimberly Andrews</a>	32	1702	FT MYER	USA JBM-HH	test@test.com
<a href="#">Marvin Nickels</a>	32	1701	FT LEAVENWORTH	USA CMD AND GEN STF CO	anne.szymanski@us.ibm.com
<a href="#">Laura Tripp</a>	32	1702	FT EUSTIS	US ARMY TNG SPT CNTR	act.testing1@gmail.com

All the Employees matching the Search Criteria will populate


To view an expert's profile click the "blue" hyperlink



# Find An Expert Detail

In the Expert's Profile users can view: Report to Chain, Expertise List, Full Profile Information, About Me, and Assignment History.

### Find an Expert



**Marvin Nickels**  
USA CMD AND GEN STF CO  
EDUCATION PROGRAM MANAGER (CGSS)  
[Marvin.nickels@us.army.mil](mailto:Marvin.nickels@us.army.mil)


[Go to my Profile](#)  
[Request as Mentor](#)  
[Back to Search](#)

#### Report to Chain

The following represents an unofficial report chain reflecting two levels of supervisors based upon the relationships established in the ACT system. If two levels of supervisors are not reflected, the relationships have not been established in the ACT system through the "My Supervisor" portlet.

[Ronald Ronald](#)

#### Expertise List

Add an expertise tag 

change management	4+
leadership	2+
project management	2+
training	3+

#### Full Profile Information

Last Name:	Nickels
First Name:	Marvin
Middle Name:	
Job Title:	EDUCATION PROGRAM MANAGER (CGSS)
Supervisor Status:	
CP:	32
Job Series:	1301
Grade:	
Organization:	
Work Location:	
Email:	

#### About Me

No details have been entered by this user

#### Assignment

EDUCATION PR	
EXTENSION OF	
PROMOTION NT	
REALIGNMENT	
REASSIGNMEN	

#### Supervisor Status

Y
Y
Y
Y
Y


Users can also edit their own profiles

The Expertise List lists Expertise Tags that have been added by the user or his/her peers.

- The number next to the Expertise Tag reflects the number of users who have tagged the profile with that expertise.
- Users can increase the number once by clicking the "+" button

# Editing User Profile

**Find an Expert**



**Laura Tripp**  
US ARMY TNG SPT CNTR  
TRAINING SYSTEMS MANAGEMENT ANALYST  
[Laura.tripp@us.army.mil](mailto:Laura.tripp@us.army.mil)

[Back to Search](#)

[Change Image](#)


**Report to Chain**



The following represents an unofficial report chain reflecting two levels of supervisors based upon the relationships established in the ACT system. If two level of supervisors are not reflected, the relationships have not been established in the ACT system through the "My Supervisor" portlet.

[Rick Rick](#)  
[Marvin Nickels](#)  
[Laura Tripp](#)

**Expertise List**

Add an expertise tag



change management 1+   
training 1+ 

**Full Profile Information**

Last Name: Tripp  
First Name: Laura  
Middle Name:  
Job Title: TRAINING SYSTEMS MANAGEMENT ANALYST  
Supervisor Status: N  
CP: 32  
Job Series: 1702  
Grade: GS-13  
Organization: US ARMY TNG SPT CNTR  
Work Location: FT EUSTIS  
Email: [Laura.tripp@us.army.mil](mailto:Laura.tripp@us.army.mil)

**About Me**

I am a Training Systems Management Analyst and have 5 years experience working with Training Systems Management. I am interested in expanding my change management skills.

[Edit About Me](#)

TRAINING SYSTEMS MANAGEMENT ANALYST

25 Oct 2010	Y
09 Sep 1979	N

Users can only delete an Expertise Tag from their own profile by clicking the "x" next to the existing expertise

You can only edit the "About Me" section in your profile. To click the "Edit About Me" button



# Agenda

- ACT Overview
- How can Users:
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  - Keep track of "My Career"
  - See Career Program updates
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  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees



# What is “My IDP”?

**CIVILIAN** **CAREER RESOURCES** **SEARCH** **ACT EVALUATION**

Home My Planner My Activities My Career **My IDP**

ACT >> CIVILIAN >> My IDP

**My Notices** (?)

**Career**  
2 Unread  
[Schedule a monthly counseling session](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[ACT Supervisor Request Accepted](#) -Sent on 18 Jan 2012 by Army Career Tracker

**Training**  
0 Unread  
[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[Complete Diversity Training](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[View All](#)

**My Supervisors** (?)

Marvin Nickels ( Supervisor ) [Change](#)  
[Opt Out Of Mentor Requests](#)  
[Supervisor/Mentor Link-Up](#)

**My Resources** (?)

[Army Civilian Training and Leader Development](#)  
[Army Civilian Service](#)

**My IDP**

This is an IDP generator, which retrieves professional and personal goals that were recommended by "MY PLANNER" PDM recommendations and "MY NOTICES" Recommendations. The IDP is a centralized location for all your goals.

For more information on how to create these goals, please refer to the ACT Help Content.

1. To generate an IDP for the first time, please click on the "CREATE NEW IDP" button as DRAFT status.
2. Input a "Start Date" and "End Date" to indicate the time frame of the IDP.
3. Once you are satisfied with the information on the IDP and have had a discussion with your supervisor, click on the "SAVE" button to save the IDP.

NOTE: The system will NOT save your IDP while it is in DRAFT status. Please print the IDP before you leave the session or head home to retain a copy for your records.

For more information, please refer to the [ACT Help Content](#).

[Create New IDP](#)

“My IDP” is a tool that allows Users to display IDP goals and IDP training goals that are identified through ACT in a centralized location.

The assignment history information can also be found in the “My IDP” portlet.

To create a new IDP, click on the “Create New IDP” button.





# “Create a New IDP”

You must identify the “Start Date” and “End Date” for your IDP.

**CIVILIAN** CAREER RESOURCES SEARCH ACT EVALUATION

Home My Planner My Activities My Career **My IDP**

ACT >> CIVILIAN >> My IDP

---


**My Notices** (?)  
**Career**  
2 Unread  
[Schedule a monthly counseling session](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[ACT Supervisor Request Accepted](#) -Sent on 18 Jan 2012 by Army Career Tracker


**Training**  
0 Unread  
[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[Complete Diversity Training](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[View All](#)

**My Supervisors** (?)  
Marvin Nickels ( Supervisor ) [Change](#)  
[Opt Out Of Mentor Requests](#)  
[Supervisor/Mentor Link-Up](#)

**My Resources** (?)  
[Army Civilian Training and Leader Development](#)

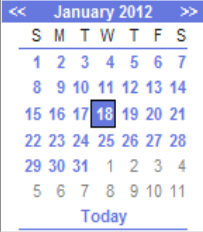
**My IDP** (?) [Printable Version](#)  

**STATUS**  
Status **DRAFT**  
Start Date DD Mmm YYYY 

Last Updated 18 Jan 2012  
End Date 

**PERSONAL INFO**  
Name a Trip  
Organization ARMY NG SPT CNTR  
Job Title TRAINING SYSTEMS MANAGEMENT ANALYST  
Assignment Start Sep 19 09

**IDP GOALS**  

Goal Description	Range	Targeted Completion Date	Status
	Today		

**TRAINING GOALS**  

Training Description	Activity Type	Range	Targeted Completion Date	Actual Completion Date	Status	Course Cost	Travel Cost	Priority
<a href="#">Sign up for Civilian Leader Course</a>	Professional	Mid	18 May 2012		Pending	1000.00	200.00	High
<a href="#">Complete Diversity Training</a>	Professional	Short	30 Mar 2012		Pending	0.00	0.00	Medium
<a href="#">Training Support Planner</a>	Professional	Mid	20 Apr 2012		Pending	0.00	0.00	Medium

**ASSIGNMENT HISTORY**  

Assignment	Organization	Start Date
REALIGNMENT	USAG FT HUACHUCA	27 Feb 2010



# “Create a New IDP”

ARMY CAREER TRACKER ACT now!

Welcome  
Laura Tripp  
Last Login: 18 Jan 2012 12:34:46  
AKO Webmail | AKO IM/Chat | Log Out

CIVILIAN CAREER RESOURCES SEARCH ACT EVALUATION  
Home My Planner My Activities My Career My IDP

ACT >> CIVILIAN >> My IDP

### My Notices

**Career**  
2 Unread  
Schedule a monthly counseling session - Sent on 18 Jan 2012 by Marvin Nichols  
ACT Supervisor Request Accepted - Sent on 18 Jan 2012 by Army Career Tracker

**Training**  
0 Unread  
Sign up for Civilian Leader Course - Sent on 18 Jan 2012 by Marvin Nichols  
Complete Diversity Training - Sent on 18 Jan 2012 by Marvin Nichols

[View All](#)

### My Supervisors

Marvin Nichols ( Supervisor ) [Change](#)  
[Opt Out Of Mentor Requests](#)  
[Supervisor/Mentor Link-Up](#)

### My Resources

Army Civilian Training and Leader Development  
Army Civilian Service  
Army Counterintelligence (CI) ISALUTE Reporting Portal  
ATIA  
CPOL  
Federal Leadership Development Programs  
LINKEDIN  
My Biz  
My Pay  
RASS  
Resumix

### My IDP

[Printable Version](#)

**STATUS**  
Status: DRAFT  
Start Date: DD Mmm YYYY

**PERSONAL INFORMATION**  
Name: Laura Tripp  
Organization: US ARMY TNG SPT CNTR  
Job Title: TRAINING SYSTEMS MANAGEMENT ANALYST  
Assignment Start Date: 09 Sep 1979  
Career Program: xxx-xx-9445  
Job Series: 32  
1702

**IDP GOALS**

Training Description	Activity Type	Range	Targeted Completion
Sign up for Civilian Leader Course	Professional	Mid	18 May 2012
Complete Diversity Training	Professional	Short	30 Mar 2012
Training Support Planner	Professional	Mid	20 Apr 2012

**TRAINING GOALS**

Training Description	Activity Type	Range	Targeted Completion Date	Actual Completion Date	Status	Course Cost	Travel Cost	Priority
Sign up for Civilian Leader Course	Professional	Mid	18 May 2012		Pending	1000.00	200.00	High
Complete Diversity Training	Professional	Short	30 Mar 2012		Pending	0.00	0.00	Medium
Training Support Planner	Professional	Mid	20 Apr 2012		Pending	0.00	0.00	Medium

**ASSIGNMENT HISTORY**

Assignment	Date
REALIGNMENT	2010
REALIGNMENT	2010
REASSIGNMENT	2009
REASSIGNMENT	2010
TRAINING SYSTEMS MANAGEMENT ANALYST	09 Sep 1979

[SUBMIT](#) [CANCEL](#)

Your IDP will include “IDP Goals”

Your IDP will include “Training Goals”

Your IDP will include “Assignment History”



# “Submit” new IDP to your “Supervisor”

**CIVILIAN** **CAREER RESOURCES** **SEARCH** **ACT EVALUATION**

Home My Planner My Activities My Career **My IDP**

ACT >> CIVILIAN >> My IDP

### My Notices

**Career**  
2 Unread  
[Schedule a monthly counseling session](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[ACT Supervisor Request Accepted](#) -Sent on 18 Jan 2012 by Army Career Tracker

**Training**  
0 Unread  
[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels  
[Complete Diversity Training](#) -Sent on 18 Jan 2012 by Marvin Nickels

[View All](#)

### My Supervisors

Marvin Nickels ( Supervisor ) [Change](#)

[Opt Out Of Mentor Requests](#)

[Supervisor/Mentor Link-Up](#)

### My Resources

[Army Civilian Training and Leader Development](#)  
[Army Civilian Service](#)  
[Army Counterintelligence \(CI\) iSALUTE Reporting Portal](#)  
[ATIA](#)  
[CPOL](#)

### My IDP

**STATUS**  
Status **DRAFT**  
Start Date DD Mmm YYYY  
Last Updated 18 Jan 2012  
End Date DD Mmm YYYY

**PERSONAL INFORMATION**  
Name Laura Tripp  
Organization US ARMY TNG SPT CNTR  
Job Title TRAINING S  
Assignment Start Date 09 Sep 197

**IDP GOALS**

Goal Description	Activity Type
<a href="#">Sign up for Civilian Leader Course</a>	Professional
<a href="#">Complete Diversity Training</a>	Professional
<a href="#">Training Support Planner</a>	Professional

**TRAINING GOALS**

Training Description	Activity Type	Start Date	Status	Score	Weight	Priority
<a href="#">Sign up for Civilian Leader Course</a>	Professional	Mid 18 May 2012	Pending	1000.00	200.00	High
<a href="#">Complete Diversity Training</a>	Professional	Short 30 Mar 2012	Pending	0.00	0.00	Medium
<a href="#">Training Support Planner</a>	Professional	Mid 20 Apr 2012	Pending	0.00	0.00	Medium

**ASSIGNMENT HISTORY**

Assignment	Start Date
REALIGNMENT UCA	27 Feb 2010
REALIGNMENT TECH SV	21 Nov 2010
REASSIGNMENT R ARMY MED	30 Aug 2009
REASSIGNMENT	25 Oct 2010
TRAINING SYSTEMS MA T CNTR	09 Sep 1979

**Buttons:** [SUBMIT](#) [CANCEL](#)

Your IDP will remain as a DRAFT until submitted for Supervisor review

You can view and edit your IDP goal details by clicking on the hyperlink in the Goal Description column of the table under the “IDP Goals” section header.

To submit your IDP to your Supervisor’s approval click “Submit”.



# “Pending Review”

CIVILIAN

CAREER RESOURCES

SEARCH

ACT EVALUATION

Home

My Planner

My Activities

My Career

My IDP

ACT >> CIVILIAN >> My IDP

My Notices

Career

2 Unread

Schedule a monthly counseling session -Sent on 18 Jan 2012 by Marvin Nickels

ACT Supervisor Request Accepted -Sent on 18 Jan 2012 by Army Career Tracker

Training

0 Unread

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View All

My Supervisors

Marvin Nickels ( Supervisor ) Change

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My Resources

Army Civilian Training and Leader Development

Army Civilian Service

Army Counterintelligence (CI) ISALUTE Reporting Portal

ATIA

CPOL

My IDP

Printable Version

STATUS

Status

PENDING REVIEW

Start Date

25 Jan 2012

Last Updated

18 Jan 2012

End Date

25 Jan 2013

PERSONAL INFORMATION

Name

Laura Tripp

Organization

US ARMY TNG SPT CNTR

Job Title

TRAINING SYSTEMS MANAGEMENT ANALYST

Assignment Start Date

09 Sep 1979

IDP GOALS

Goal Description	Activity Type	Range	Targeted Completion Date	Actual Completion Date	Status
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TRAINING GOALS

Training Description	Activity Type	Range	Targeted Completion Date	Actual Completion Date	Status	Course Cost	Travel Cost	Priority
Sign up for Civilian Leader Course	Professional	Mid	18 May 2012		Pending	1000.00	200.00	High
Complete Diversity Training	Professional	Short	30 Mar 2012		Pending	0.00	0.00	Medium
Training Support Planner	Professional	Mid	20 Apr 2012		Pending	0.00	0.00	Medium

ASSIGNMENT HISTORY

Assignment	Organization	Start Date
REALIGNMENT	USAG FT HUACHUCA	27 Feb 2010
REALIGNMENT	USACE EIT INFO TECH SV	21 Nov 2010
REASSIGNMENT	DD EISENHOWER ARMY MED	30 Aug 2009
REASSIGNMENT	USAG FT RILEY	25 Oct 2010
TRAINING SYSTEMS MANAGEMENT ANALYST	US ARMY TNG SPT CNTR	09 Sep 1979

Your IDP will remain Pending until your Supervisor clicks “Accept” or “Reject” within ACT.



## “My IDP Approval”

To "approve" your Employees' IDP Supervisors click hyperlinked names

Page refreshes

And then choose "Approve" or "Reject"

## Agenda

- ACT Overview
- How can Users:
  - Receive leadership guidance
  - Keep track of "My Career"
  - See Career Program updates
  - Monitor career progression with PDM model and set goals
  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees

# Supervisor Dashboard

**CIVILIAN** **SUPERVISOR** CAREER RESOURCES SEARCH ACT EVALUATION

Home My Employee Details My Employee IDPs

ACT >> SUPERVISOR >> Home

**Recommendation Kit** ?

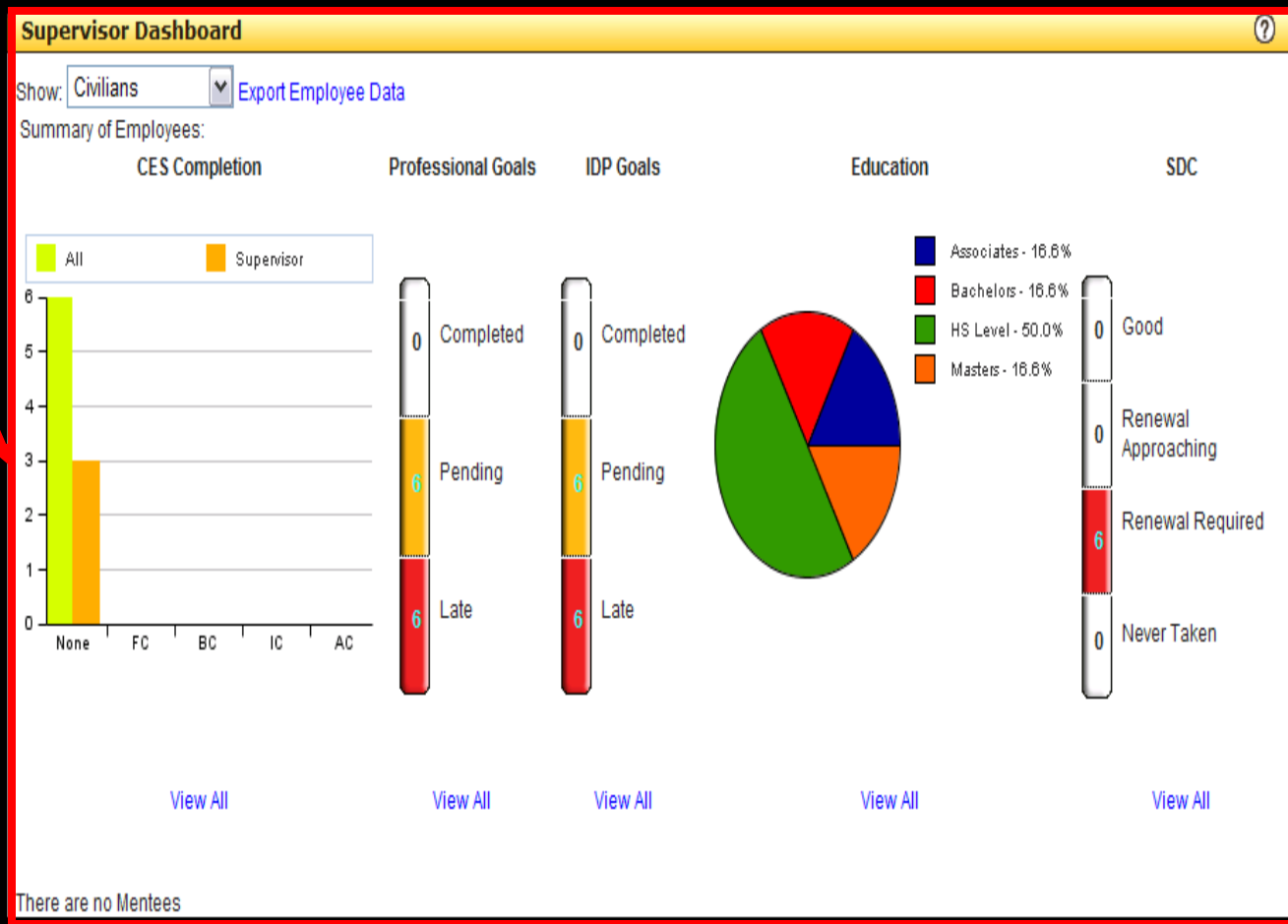
**Recommendations Sent**

[Schedule a monthly counseling session](#)

The "Supervisor Dashboard" portlet provides Supervisors/Mentors with a visual gauge of Employees' and Mentees' activities through the following specified metrics:

- CES Training
- Professional Goals Status
- IDP Goals Status
- Educational Level
- SDC Status.

[Resumix](#)



# My Employee Details

CIVILIAN

SUPERVISOR

CAREER RESOURCES

SEARCH

ACT EVALUATION

Home

My Employee Details

My Employee IDPs

ACT >> SUPERVISOR >> My Employee Details

My Employees List

S - Tripp , Laura (CIV)

Recommendation Kit

Name: Laura Tripp  
Recommendations Sent  
Schedule a monthly counseling session  
Complete Diversity Training  
Sign up for Civilian Leader Course  
Create New Recommendation  
View All

My Career Dashboard

My IDP Goals

3

Advance Course

Intermediate Course

Basic Course

Foundation Course

ICS Completion

Supervisor Links

Army Civilian Training and Leader Development  
Army Civilian Service  
ATIA  
CPOL  
Federal Leadership Development Programs  
LINKEDIN  
My Biz and My Workplace  
RASS  
Resumix

My Planner

NAME: Laura Tripp  
JOB: TRAINING SYSTEMS MANAGEMENT ANALYST  
TITLE: ANALYST  
CP: 32  
ORGANIZATION: US ARMY TNG SPT CNTR  
JOB SERIES: 1702  
ASSIGNMENT DATE: 09 Sep 1979  
GRADE: GS-13  
Printable Career Map for CP 32 Job Series 1702 Pay Plan GS

PDM Categories

Supervisor/ Mentor(s) can select a subordinate or mentee and review their dashboard, career map status, and career history

Supports recommendations sessions

Mandatory Training

PDM Recommendations

More another CP/Job Series  
NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.  
GS-13 GS-14 GS-15  
My Assignments (GS-13)  
Training Support Analyst  
Training Support Planner  
Training Support Program/Systems Manager  
DESCRIPTION:  
IDP Goal

My Calendar

Professional Goals  
Personal Goals  
IDP Goals  
Events  
Enrollments

Continuing Education  
Train for Half- Mara  
Complete Diversity T  
Training Support Pla  
Sign up for Civilian  
Vacation

Nov 2011 Jan 2012 Mar 2012 May 2012 Jul 2012  
RESET

My Career

\*\* This is an unofficial record \*\*  
For missing or incorrect information, click on associated help icon.  
Printer Friendly

Name: Laura Tripp SSN: XXX-XX-9445  
CP: 32 Series: 1702  
Grade: GS-13 Job Title: TRAINING SYSTEMS MANAGEMENT ANALYST  
Assignment Start Date: 09 Sep 1979 Organization: US ARMY TNG SPT CNTR  
Date Last Promoted: 03 May 1992 Education Level: Bachelors  
Assignments: ?



# Recommendation Kit

A Supervisor/Mentor has the ability to create a Career or Training Notice for Employees or Mentees

**Create Recommendation Notice**

**Recommendation Type:** ☒ Career ☐ Training

**Originator:** Marvin Nickels **Today's Date:** 18 Jan 2013

**Subject:**

**Notes:**

**Send To Subordinates:**

- ☐ Beatrice Reyes
- ☐ Laura Tripp
- ☐ Leon McMullen
- ☐ Mitchell Bonnett

☐ All Subordinates

**Send To Mentees:**

- ☐ JOHN CIVILIAN SR
- ☐ MSG John Civilian

☐ All Mentees

**SUBMIT RECOMMENDATION**

**CLOSE**



# Career Administrator

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2 Unread

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Training

0 Unread

[Sign up for Civilian Leader Course](#) -Sent on 18 Jan 2012 by Marvin Nickels

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[View All](#)

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[Army Civilian Service](#)

[Army Counterintelligence \(CI\) iSALUTE Reporting Portal](#)

[ATIA](#)

[CPOL](#)

[Federal Leadership Development Programs](#)

[LINKEDIN](#)

[My Biz](#)

[My Pay](#)

[RASS](#)

[Resumix](#)

My Planner

NAME: Laura Tripp

CP: 32

JOB SERIES: 1702

GRADE: GS-13

JOB: TRAINING SYSTEMS MANAGEMENT ANALYST

ORGANIZATION: US ARMY TNG SPT CNTR

ASSIGNMENT DATE: 09 Sep 1979

[Printable Career Map for CP 32 Job Series 1702 Pay Plan GS](#)

PDM Categories

NOTE: Click on a category below to view the associated PDM Recommendations, which will be displayed in the right panel. The selected category is highlighted in Green. The completed or In progress items are listed under each category name.

★ Key Assignments

TRAINING SYSTEMS MANAGEMENT ANALYST09 Sep 1979

REASSIGNMENT30 Aug 2009

REALIGNMENT27 Feb 2010

REASSIGNMENT25 Oct 2010

REALIGNMENT21 Nov 2010

★ Competencies

★ Leader Development

★ Professional Development

★ Occupational Development

★ Academic Training

★ Certifications

★ Mandatory Training

PDM Recommendations

[Explore another CP/Job Series](#)

NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

GS-13

GS-14

GS-15

Key Assignments (GS-13)

☐ Training Support Analyst

☐ Training Support Planner

☐ Training Support Program/Systems Manager

COMPLETE BY: DD Mmm YYYY

DESCRIPTION:☐ IDP Goal

NOTES:

[ADD AS A GOAL](#)

You are still required to work with Army Leadership to be enrolled in a training course or receive a new assignment

My Calendar

Professional Goals

Continuing Education

For more information, visit the ACT Information Page on  
AKO: <https://www.us.army.mil/suite/page/601000>

Log in to Army Career Tracker (ACT)  
<https://actnow.army.mil>

